

## 97-1 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	資訊科技應用檢定	Serial No. / ID	1779 / ELF3041
Dept.	英美語文學系	School System / Class	大學日間部4年1班
Lecturer	曹秀蓉	Full or Part-time	專任
Required / Credit	Optinal / 2	Graduate Class	Yes
Time / Place	(四)34 / J415-1	Language	Chinese

### Introduction

This course engages students in step-by-step preparation for the Office Software Certificate Tests. It aims to familiarize students with the tactics they need to raise their scores. The training includes word-processing (Word), spreadsheet (Excel), and slide-making (Powerpoint) software. All students must get two certificates from skills of word-processing, spreadsheet, or slide-making.

### Outline

Certification requirements of:

Word-processing

Spreadsheet

Slide-making

### Prerequisite

Good skills at:

Word-processing

Spreadsheet

Slide-making